

Assistant Director, Reports and Estimates

4 October 1949

Acting Chief, Staff Intelligence Division
Via: Chief, Plans and Policy Staff
Supplement to Monthly Status Report

REFERENCE: ORE Operating Procedure - Instructions No. 1

1. The Staff Intelligence Division has experienced increasing difficulty in delivering reports on short notice because the reproduction and delivery facilities available to it have been limited.

a. The reproduction of IM's and other papers by the "ditto" process is handled almost exclusively by the ORE messengers, between delivery trips, on a machine that does not always perform properly. The printed copies leave much to be desired in neatness and clarity. A member of our staff is required to be present whenever top secret material is handled -- an uneconomical use of their time. The Special Duplicating Unit in 1314 "12", which it was at one time believed would be available to us, has been of little or no assistance since it is never able to handle any of our reports when needed. In view of the volume of reports emanating from this office and their dissemination directly to requesters, it is important that dependable and efficient facilities be available for turning out clean copies on short notice.

b. Despite the alleged efficiency accruing from the administrative centralization, which furnishes the true explanation of D/St's difficulties in delivery of documents, it is not efficient to place obstacles in the way of expeditious delivery of vital papers to the leading policy-makers of the US Government. To state the case in another way, D/St should not be made to rely solely upon the central CIA messenger service, but should have at least one top-secret courier under its control.

Many documents sent out from this office are routine, and it is sufficient if they are delivered on the day when they are sent. Even for routine deliveries, however, it was long ago discovered by D/St that we could not entrust delivery to the regular messenger runs, which went through various message-centers and bottlenecks to the end that delivery might be held up a week while search parties tried to find out what had happened to the documents. We therefore resorted to the calling of a "special messenger" for practically all our deliveries and collections. (This was at one time attacked by Management on grounds that it was a very inefficient use of manpower--that the way to do was to have regular deliveries only, going strictly through message centers.)

Even with this system, however, we are sometimes handicapped in emergencies: namely, when immediate delivery has been demanded by high authority and we have found that all the messengers available to CIA were out, unavailable, or at lunch. When matters of minutes are involved, as they usually are, we find this situation embarrassing.

It would obviously be more efficient all around if one or two messengers could be attached to D/St or to S/Ad than to make D/St dependent on the central office on which we have to call constantly for special services.

2. The need for additional clerical personnel reported last month continues to be acute.

3. On 1 October D/St contributed Tab "C", entitled "Departmental Failures in Coordination of CIA Reports and Estimates" to a memorandum for the Director on the subject of IAC Cooperation with CIA.

4. A significant increase in the number of so-called "Internal Projects" requested is noted. Neither these nor other special projects that do not fall into any of the usual categories appear in the Monthly Status Report but constitute a significant amount of additional effort on the part of the producing divisions and of this office.

5. The "Cities Project" has been brought to the point where materials can now be turned over to the requester. Studies of economic, social, and political aspects will have been completed about 1 January 1950. The entire project should be finished except for continuing information from the field, by 1 June 1950, with the delivery of the final physiographic study and sketch map [redacted]. A detailed report is being prepared for DAD/ORE.

ILLEGIB

25X1

CONFIDENTIAL